

LFCA Board meeting minutes – February 10, 2022

Board members present: Sam Packer, Wes Cox, Dave Wilson, Al Brooks, Susan Hufsmith, Betsy Lauer, Nancy Thompson

1. The meeting was called to order at 7:30pm via Zoom.
1. The January 2022 Board Minutes were approved.
1. **Website/Communications Upgrades:** Stephanie sent a written report that Gerhard can support migrating the LFCA website and updating the site security in March. Stephanie reported that she is compiling emails for Constant Contact and setting up templates for communications and reminder emails to the HOA. She also recommended that the Board use a google spreadsheet to track ARC requests internally and that we implement an electronic document storage system using either Google Drive or Dropbox. The Board needs a better system to track ARC (and LFCA email inquiries) both in substance and timeliness of response. Document storage solutions also need to be reviewed, as different methods have existed over the years. Proposals for future website changes and other data systems can be discussed at the April meeting.
2. **Treasurer Report:** Wes reported on the various bills that were paid, including the Premium bill for groundskeeping (\$312), Fairfax Water (\$45.55), and a bill for tree removal from Murrays (\$1600.00). So far in 2022 we have expended 24% of our 2022 tree budget. Wes responded to a question about the line item changes to fund the increased 2022 community events budget. He explained that the increased funds were established by reducing the budget for legal expenses (by \$1,000.00) and applying a portion of our undesignated reserves (\$2,110.00) to fund \$3,000.00 for Community Activities, as well as various website/communications upgrades in 2022.
3. **Entrance Signs:** Sam reported that the wooden entrance sign at Maritime Lane has fallen off the brick foundation. He has requested its repair and received a \$75.00 estimate.
4. **Newsletter:** Susan has printed 300 copies of the Newsletter and will mail them, along with the dues letter, when she receives the letters and address labels from Wes within the next week.
5. **Earth Day:** Sam circulated a list of Earth Day celebration ideas. Sam recommended trail walks, path cleanup and pruning ivy. Nancy suggested we invite a HOA member to lead a native plant discussion or give a pruning demonstration. Dave suggested we clean the water culverts of branches and leaf material. The Board needs volunteers to plan and staff Earth Day events on April 23, 2022. We need to start publicity after the March Board meeting, both on our website and the LFCA message board at Modisto Lane.
6. **Trees:** Dave reported that 5 trees had fallen recently due to high winds. Three trees were along the trail next to 7716 Cervantes Lane, and 2 were poplars on the Cervantes Court pipestem.
7. **Community Events:** Nancy will ask Gerhard to update the front page of the LFCA website to list the 2022 Calendar of events.

Meeting adjourned at 8:10 pm.